

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006

Annual Plan for Fiscal Year 2002

TULLAHOMA HOUSING AUTHORITY

Randolph J. Meisel
Executive Director

PHA Plan

Agency Identification

PHA Name: Tullahoma Housing Authority

PHA Number: TN024

PHA Fiscal Year Beginning: (mm/yyyy) 10/2002

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN

PHA FISCAL YEARS 2002 - 2006

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
 - ☒ Reduce public housing vacancies to <2%
 - ☐ Leverage private or other public funds to create additional housing opportunities:
 - ☒ Acquire or build units or developments
 - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (Increase PHAS score)
 - ☒ Improve voucher management: (Increase SEMAP score)
 - ☒ Increase customer satisfaction by increasing Resident participation.
 - ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units as an ongoing process.
 - ☐ Demolish or dispose of obsolete public housing:
 - ☐ Provide replacement public housing:
 - ☐ Provide replacement vouchers:

☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
- ☒ Increase voucher payment standards as required
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements: i.e. PHDEP
- ☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families by using a local preference for working families.
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2002
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Tullahoma Housing Authority has completed this Agency Plan in consultation with both our residents, and the local community. The public is provided with an opportunity to review the plan and offer comments at a public hearing to be held on May 16, 2002. The Annual Agency Plan is summarized as follows:

1. Housing Needs
Our current waiting list holds 83 applicants. Our greatest demand is for 1 bedroom units with 52% of our applicants on that list. 16% of our applicants are waiting for a 2 bedroom apartment, 30% are on the 3 bedroom list, and 2% are waiting for a 4 bedroom apartment. THA does not have any current plans to expand it's housing stock.
2. Financial Resources
Tullahoma Housing Authority expects to expend approximately \$2,000,000.00 in FY 2002 for Operations, Capital Improvements and administrative costs.
3. Eligibility, Selection and Admission Policies
The ACOP, Lease and all related policies have been revised to comply with the requirements of the Quality Housing and Work Responsibility Act (QHWRA). These revisions address de-concentration and income mixing, thereby encouraging higher income families in the developments. Although THA has provided incentives for higher income families, the majority of our applicants are from the very low and extremely low income levels. All policies are reviewed on a regular basis.

4. Rent Determination – Discretionary Policies
The THA has had ceiling rents in place since 1989. During FY-2002 THA conducted an extensive rent comparability study in order to determine appropriate Flat Rents. Flat rents are set at \$281, \$323, \$418 and \$481 for one through four bedroom apartments, respectively. Our minimum rent is \$30.00 for public housing and \$25.00 for Section 8 Rental Assistance. Our Section 8 Payment Standard is at 110% of FMR.
5. Operations and Management
All policies have been revised to comply with all mandated requirements of the QHWRA. THA has repeatedly changed companies and methodologies in its pest control efforts. Recent adoption of a new approach has netted extraordinary results in our ongoing efforts to reduce and eliminate pests, including cockroaches.
6. Grievance Procedure
The THA Grievance Procedures have been revised to comply with the QHWRA.
7. Capital Improvements
Our projected funding under the Public Housing Capital Program is \$458,000.00. Our focus for the FY 2002 program year will be general modernization improvements primarily in projects TN024-001 and TN024-002.
8. Demolition and/or Disposition
THA has no current plans for demolition or disposition.
9. Designation
THA has the following apartments designated for the elderly and/or disabled:
Autumn Manor - TN024-004 - 58 units
Cedar Lane - TN024-005 - 28 units
Whispering Oaks - TN024-006 - 11 units
10. Conversion of Public Housing
THA has no current plans to designate any developments or buildings to tenant-based assistance.
11. Homeownership
THA has no current plans to develop a Homeownership Program. However, information and referrals are provided for our residents.
12. Self-Sufficiency Programs
THA has a very active and wide-ranging Resident Services program that includes activities to provide greater economic self-sufficiency through the State's "Families First" welfare to work program.

13. Safety and Crime Prevention
Safety and Crime Prevention for THA is primarily funded through the Public Housing Drug Elimination Program, and services will continue being provided in accordance with the amount of funds received. If these funds are lessened or eliminated, the amount of services will be reduced accordingly. THA utilizes a two-pronged approach by offering a wide array of anti-drug/anti-crime related programs, combined by employing a full-time police officer to work in our developments.
14. Ownership of Pets
THA has developed a pet policy that is in compliance with QHWRA requirements.
15. Civil Rights Certification
We have included the required certification regarding Fair Housing and Civil Rights in this Plan.
16. Annual Audit
Our most recent annual audit for fiscal year 2001 is on file at our local HUD office in Nashville, Tennessee, and is available for review at our main office during normal business hours.
17. Asset Management
It is the goal of THA to manage our assets (physical property, financial resources and manpower) as efficiently as possible to meet the intent of our mission statement. All applicable policies and procedures are in place to achieve this goal.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	6
ii. Table of Contents	9
1. Housing Needs	12
2. Financial Resources	19
3. Policies on Eligibility, Selection and Admissions	20
4. Rent Determination Policies	30
5. Operations and Management Policies	34
6. Grievance Procedures	36
7. Capital Improvement Needs	37
8. Demolition and Disposition	51
9. Designation of Housing	52
10. Conversions of Public Housing	53
11. Homeownership	53
12. Community Service Programs	54
13. Crime and Safety	57
14. Pets (Inactive for January 1 PHAs)	59
15. Civil Rights Certifications (included with PHA Plan Certifications)	59
16. Audit	59
17. Asset Management	59
18. Other Information	60
19. Public Hearing	62

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for De-concentration
- ☒ FY 2002 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Attachment A – Brief Statement of Progress in Meeting the 5-Year Plan
Mission and Goals**

Attachment B – Resident Membership on Governing Board

Attachment C – Membership of Resident Advisory Board

Attachment D – Voluntary Conversion Required Initial Assessments

Attachment E - Pet Policy

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ FY 2002 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
		Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	154	5	5	3	5	2	2
Income >30% but <=50% of AMI	24	4	4	3	5	2	2
Income >50% but							

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
<80% of AMI	6	4	4	3	5	2	2
Elderly	9	4	4	3	5	2	2
Families with Disabilities	27	4	4	4	5	2	2
White R/1	166	4	4	3	5	2	2
Black R/2	18	4	4	3	5	2	2
Hispanic E/1	3	4	4	3	5	2	2
Non-Hispanic E/2	181	4	4	3	5	2	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year: 2002
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: Current 2002 Public/Assisted Housing and Sec 8 Waiting Lists.

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover

Housing Needs of Families on the Waiting List			
Waiting list total	89		98
Extremely low income <=30% AMI	75	84	
Very low income (>30% but <=50% AMI)	10	11	
Low income (>50% but <80% AMI)	4	4	
Families with children	41	46	
Elderly families	7	8	
Families with Disabilities	15	17	
White R/1	83	93	
Black R/2	6	7	
Hispanic E/1	0	0	
Non-Hispanic E/2	89	100	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	45	51	48
2 BR	17	19	19
3 BR	25	28	29
4 BR	2	2	2
5 BR	0	0	0
5+ BR	0	0	0
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	42		45
Extremely low income <=30% AMI	32	76	
Very low income (>30% but <=50% AMI)	9	21	
Low income (>50% but <80% AMI)	1	2	
Families with children	29	69	
Elderly families	1	2	
Families with Disabilities	6	14	
White R/1	37	88	
Black R/2	5	12	
Hispanic E/1	1	2	
Non-Hispanic E/2	41	98	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	13	31	14
2 BR	16	38	17
3 BR	12	29	13
4 BR	1	2	1
5 BR	0	0	0
5+ BR	0	0	0

Housing Needs of Families on the Waiting List
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available

- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government

- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	\$375,668	
b) Public Housing Capital Fund	\$436,533	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$347,832	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY-2001 CFP	\$443,757	Physical & Mgmt Imp.
FY-2000 CFP	0	Physical & Mgmt Imp.
FY-1999 CGP	0	Physical & Mgmt Imp.
3. Public Housing Dwelling Rental Income	\$483,380	Mgmt & Maint Op.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
Excess Utilities	\$11,700	Utilities
Non-Dwelling Rent	\$1,790	Operations
Investments	\$15,000	Operations
Other Op Receipts	\$20,040	Operations
4. Non-federal sources (list below)		
Operating Reserve	\$599,541	Unexpected Needs
Total resources	\$2,735,241	PHA Operations

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe)

⌚ Begin immediately at time of application

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe)

- ⌚ Violent Behavior
- ⌚ Rape/Sex Offender
- ⌚ Record of serious disturbances
- ⌚ Alcohol related criminal activities
- ⌚ False information and refusal to complete forms

- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

- b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
 If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
 If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
☐ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☒ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence

- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

- ⌚ Elderly & Disabled for elderly and disabled units
- ⌚ Near Elderly for elderly developments and units
- ⌚ Handicapped persons for handicap accessible units

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

6 Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 3 Victims of domestic violence
- 6 Substandard housing
- 6 Homelessness
- 6 High rent burden

Other preferences (select all that apply)

- 4 Working families and those unable to work because of age or disability
- 5 Veterans and veterans' families
- 6 Residents who live and/or work in the jurisdiction
- 6 Those enrolled currently in educational, training, or upward mobility programs
- 6 Households that contribute to meeting income goals (broad range of incomes)
- 6 Households that contribute to meeting income requirements (targeting)
- 6 Those previously enrolled in educational, training, or upward mobility programs

- 6 Victims of reprisals or hate crimes
1 Other preference(s) (list below)

- ☐ Elderly & Disabled for elderly and disabled units
- ☐ Near Elderly for elderly developments and units
- ☐ Handicapped persons for handicap accessible units

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
☒ Any time family composition changes
☐ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. ☒ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Dossett Homes	88	See following text (6) c.	Yes – Policy contained in ACOP.
Whispering Oaks	40	See following text (6) c.	Yes – Policy contained in ACOP
Cedar Lane	65	See following text (6) c.	Yes – Policy contained in ACOP

c. Dossett Homes, Cedar Lane Village and Whispering Oaks all have average resident incomes that fall outside the established income range. Dossett average income is at 67% of the PHA-wide average, Whispering Oaks average income is at 133%, and Cedar Lane Village is at 130% of the PHA-wide average. Dossett Homes is one of our oldest apartment complexes and is situated in a very run-down section of town. Even though the units are well maintained, we experience a large number of turn-downs, especially among working families. In contrast, Whispering Oaks and Cedar Lane Village are much newer complexes, and are in good locations.

In order to address this problem, and maintain a good mix of families within our housing neighborhoods, we have taken the following steps:

- ⌚ We have removed Federal Preferences for housing priority, some of which catered more to our lowest income families on the waiting list.
- ⌚ We have established Local Preferences, to include working families and families on disability payments as a priority over other families on the waiting list, allowing us to house the working families faster.
- ⌚ We participate in the “Families First” program with the State DHS office, allowing exclusions of work-related income for an eighteen month period for families on that program. This helps to keep working families in our housing communities for a longer period of time after they go to work.
- ⌚ We have been using Ceiling Rents since 1989, and have established Flat Rents during FY-2002. This prevents our working families from being priced out of public housing as their income rises. We have set the Flat Rent for Dossett at a lower level than Whispering Oaks and Cedar Lane Village in order to provide an economic incentive to rent there.
- ⌚ We have adopted a Deconcentration Policy which is included in our Admissions and Continued Occupancy Policy (ACOP).

Finally, as noted under Capital Improvement Needs in Component 7 of this plan, a major interior/exterior renovation project has been programmed for Dossett and Carver Homes. It is hoped that major modernization improvements, combined with a

lower Flat Rent will encourage applicant families whose income is above the Established Income Range to accept units in these developments.

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☒ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)
- ☐ Outstanding debts to other PHAs
- ☐ False information and/or refusal to complete forms
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☒ Other (describe below)
- ☐ Names of previous landlords
- ☐ Previous rental history

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing

- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

- ⌚ Will extend up to the maximum allowable voucher term of 120 days. Very often necessary in order to find acceptable units within Rent Ranges.

(4) Admissions Preferences

a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

- ⌚ Recently discharged from State mental health residence program
- ⌚ Elderly/Disabled/Handicapped and desires to live in an Independent Group Residence

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

6 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 2 High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 2 Residents who live and/or work in your jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- 2 Households that contribute to meeting income goals (broad range of incomes)
- 2 Households that contribute to meeting income requirements (targeting)
- 2 Those previously enrolled in educational, training, or upward mobility programs
- 2 Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)

- ⌚ Recently discharged from State mental health residence program

- ⌚ Elderly/Disabled/Handicapped and desires to live in an Independent Group Residence

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☒ Market comparability study
- ☒ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase or change in family size
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
 - ☒ The section 8 rent reasonableness study of comparable housing
 - ☒ Survey of rents listed in local newspaper
 - ☒ Survey of similar unassisted units in the neighborhood
 - ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☒ \$1-\$25
- ☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows:

A five member Board of Commissioners governs Tullahoma Housing Authority. The Mayor of the City of Tullahoma appoints the Commissioners to five-year terms. The Board hires the Executive Director, and together with the Executive Director, sets the policy and direction of the Housing Authority. Reporting directly to the Executive Director, and responsible for their respective program areas are: the Public Housing Manager, Maintenance Supervisor, Bookkeeper, Section 8 Program Manager, Modernization Coordinator, and Resident Services Coordinator.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	269	98
Section 8 Vouchers	116	45
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	269	NA
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- 🕒 Dwelling Lease
- 🕒 Admissions & Continued Occupancy Policy (ACOP)
- 🕒 Grievance Policy
- 🕒 Resident Charges for Abuse
- 🕒 Resident Utility Allowances
- 🕒 Pet Policy
- 🕒 Community Room Policy
- 🕒 UPCS Inspection Checklist
- 🕒 Maintenance Policy (Including Pest Control/Extermination)
- 🕒 Annual Maintenance Plan
- 🕒 Disposition Policy
- 🕒 Procurement Policy
- 🕒 Capitalization Policy
- 🕒 Personnel Policy
- 🕒 Job Descriptions
- 🕒 Internal Control Procedures
- 🕒 Operating Budget and Subsidy Schedule
- 🕒 Capital Fund Grant Plan and Budget
- 🕒 Public Housing Agency Plans (5-Year and Annual)
- 🕒 Public Housing Management Assessment Certification and Score
- 🕒 HUD Regulations, Notices, and Circular Letters
- 🕒 Investment Policy
- 🕒 Safety Policy
- 🕒 Gas Emergency Manual
- 🕒 Gas O&M Plan
- 🕒 Community Service Policy
- 🕒 Lead-Based Paint Policy
- 🕒 Resident Initiatives Policy
- 🕒 Relocation Policy
- 🕒 Annual Contributions Contract (ACC) & Amendments with HUD
- 🕒 Non-Profit Corporation Act and Charter
- 🕒 Tullahoma Housing Authority By-Laws
- 🕒 Cooperation Agreement Between THA and the City of Tullahoma

(1) Section 8 Management: (list below)

- 🕒 Section 8 Administrative Plan
- 🕒 All applicable policies listed above

These documents are available at the Tullahoma Housing Authority Office located at 2401 Cedar Lane Village Drive, Tullahoma, Tennessee.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office (2401 Cedar Lane Village Drive)
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office (2401 Cedar Lane Village Drive)
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒ The FY-2002 Capital Fund Program Annual Statement is provided below, and is followed by the Performance and Evaluation Report for FY-2001 and FY-2000: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

FY-2002

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: TULLAHOMA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: TN43P02450202 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements	58,000			
4	1410 Administration	16,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement
Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: TULLAHOMA HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: TN43P02450202 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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☒ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement
(revision no:)
☐ Performance and Evaluation Report for Period Ending: ☐ Final Performance and
Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
7	1430 Fees and Costs	56,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	157,776			
10	1460 Dwelling Structures	135,000			
11	1465.1 Dwelling Equipment— Nonexpendable	5,000			
12	1470 Non-dwelling Structures	0			
13	1475 Non-dwelling Equipment	5,000			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	3,757			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 436,533			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement
Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Tallahoma Housing Authority		Grant Type and Number Capital Fund Program Grant No: : TN43P02450202 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Resident Services Coordinator	1408	Lump Sum	28,000				
PHA-WIDE	Police Officer	1408	Lump Sum	30,000				
PHA-WIDE	Advertisements	1410	Lump Sum	1,000				
PHA-WIDE	Clerk of the Works	1410	Lump Sum	15,000				
PHA-WIDE	A&E Design/Inspection	1430	Lump Sum	30,000				
PHA-WIDE	Mod Coordinator	1430	Lump Sum	24,000				
PHA-WIDE	Energy Audit	1430	Lump Sum	2,000				
PHA-WIDE	Interior Paint	1460	54 DU	30,000				
PHA WIDE	Office Furniture	1475	Lump Sum	5,000				
PHA WIDE	Water Leak Testing Equipment	1465	Lump Sum	5,000				
PHA-WIDE	Contingency	1502	Lump Sum	3,757				
Projects 1 & 2	Sewer Lines	1450	108 Units	127,776				
Projects 1 & 2	Drainage, Landscaping & Walks	1450	Lump Sum	30,000				
Projects 1 & 2	Gas Wall Heaters	1460	108 Units	90,000				
Project 3	Elevators	1460	Lump Sum	15,000				
	TOTAL PROGRAM			\$ 436,533				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

[illegible]**FY-2001**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: TULLAHOMA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: TN43P02450201 Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement
Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: TULLAHOMA HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: TN43P02450201 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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☒ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement
(revision no:)
☐ Performance and Evaluation Report for Period Ending: ☐ Final Performance and
Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
2	1406 Operations	0	0	0	0
3	1408 Management Improvements	28,000	28,000	0	0
4	1410 Administration	15,500	15,500	15,000	15,000
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	34,000	34,000	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures	291,000	291,000	0	0
11	1465.1 Dwelling Equipment— Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	90,257	90,257	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 458,757	\$ 458,757	15,000	15,000
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	100,000	100,000	0	0

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor
(CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Tulahoma Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P02450201 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Resident Services Coordinator	1408	1 Lump Sum	28,000	28,000	0	0	Planning
PHA-WIDE	Advertisements	1410	1 Lump Sum	500	500	0	0	Planning
PHA-WIDE	Clerk of the Works	1410	1 Lump Sum	15,000	15,000	15,000	15,000	Complete
PHA-WIDE	A&E Design/Inspection	1430	1 Lump Sum	10,000	10,000	0	0	Planning
PHA-WIDE	Mod Coordinator	1430	1 Lump Sum	24,000	24,000	0	0	Planning
TN024-04	HVAC Replacement	1460	58 DU	100,000	100,000	0	0	Planning
TN024-04	Re-Roof Building	1460	1 Lump Sum	100,000	100,000	0	0	Planning
TN024-04	Overhead Door	1470	1 Lump Sum	2,000	2,000	0	0	Planning
TN024-05	Replace Closet Doors	1460	65 DU	91,000	91,000	0	0	Planning
TN024-05	Office Remodel	1470	1 Lump Sum	88,257	88,257	0	0	Planning
	TOTAL PROGRAM			\$ 458,757	\$ 458,757	\$15,000	\$15,000	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Tulahoma Housing Authority			Grant Type and Number Capital Fund Program No: TN43P02450201 Replacement Housing Factor No:				Federal FY of Grant: 2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE	9/30/03			9/30/04			
TN024-04	9/30/03			9/30/04			
TN024-05	9/30/03			9/30/04			

FY-2000

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: TULLAHOMA HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: TN43P02450100 Replacement Housing Factor Grant No:		Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:) (FY 2002 Agency Plan Submission) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: TULLAHOMA HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: TN43P02450100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement
 (Revision No:) (FY 2002 Agency Plan Submission)
☐ Performance and Evaluation Report for Period Ending:
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements	0	0	0	0
4	1410 Administration	6,000	1,499.55	1,499.55	1,499.55
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	77,700	115,661.72	115,661.72	69,327.45
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	169,208	145,478.73	145,478.73	145,478.73
10	1460 Dwelling Structures	156,702	146,970.00	146,970.00	139,977.45
11	1465.1 Dwelling Equipment—Nonexpendable	17,614	17,614.00	17,614.00	17,614.00
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	22,397	22,397	22,397	22,397.00
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 449,621	\$ 449,621	\$ 449,621	\$ 396,294.18
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	125,723	98,970	98,970	98,970

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Tulahoma Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P02450100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Clerk of the Works	1410	Lump Sum	5,500	0	0	0	Deleted
PHA-WIDE	Advertisements	1410	Lump Sum	500	1,499.55	1,499.55	1,499.55	Complete
PHA-WIDE	Resident Services Coordinator	1430	Lump Sum	28,000	42,000.00	42,000.00	32,177.85	In Process
PHA-WIDE	Mod Coordinator	1430	Lump Sum	25,000	32,944.47	32,944.47	23,927.75	In Process
PHA-WIDE	A&E Services	1430	Lump Sum	9,500	40,717.25	40,717.25	13,221.85	In Process
PHA-WIDE	Leak Survey	1430	Lump Sum	15,200	0	0	0	Deleted
PHA-WIDE	Washers/Dryers	1465	Lump Sum	3,607	3,607.00	3,607.00	3,607.00	Complete
PHA-WIDE	Stoves	1465	Lump Sum	14,007	14,007.00	14,007.00	14,007.00	Complete
PHA-WIDE	Maintenance Truck	1475	Lump Sum	22,397	22,397.00	22,397.00	22,397.00	Complete
PHA-WIDE	Interior Painting	1460	62 DU	46,179	48,000.00	48,000.00	41,007.45	In Process
PHA-WIDE	Sidewalk Repair	1450	6,000 sq ft	46,750	0	0	0	Deleted
TN024-04	Landscaping	1450	Lump Sum	2,470	0	0	0	Deleted
TN024-05	Window Replacement	1460	66 DU	110,523	98,970.00	98,970.00	98,970.00	Complete
TN024-05	Ditch Work	1450	Lump Sum	29,988	46,188.00	46,188.00	46,188.00	Complete
TN024-05	Paving	1450	Lump Sum	45,000	45,675.62	45,675.62	45,675.62	Complete
TN024-06	Paving	1450	Lump Sum	45,000	53,615.11	53,615.11	53,615.11	Complete
	Total Program			\$449,621	\$449,621.00	\$449,621.00	\$396,294.18	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing
Factor (CFP/CFPRHF)**

Part III: Implementation Schedule

PHA Name: Tulahoma Housing Authority		Grant Type and Number Capital Fund Program No: TN43P02450100 Replacement Housing Factor No:					Federal FY of Grant: 2000
Development Number Name/HA- Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE	3/31/02			3/31/03			
TN024-01	3/31/02			3/31/03			
TN024-02	3/31/02			3/31/03			
TN024-04	3/31/02			3/31/03			
TN024-05	3/31/02			3/31/03			
TN024-06	3/31/02			3/31/03			

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional FY-2002 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

- ☒ The FY-2002 Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Tulahoma Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2006
	Annual Statement				
PHA-WIDE		\$ 87,341	\$ 83,500	\$ 83,500	\$ 163,500
Dossett/24-01		307,136	229,027	353,033	200,276
Carver/24-02		42,056	124,006		18,500
Cedar Lane/24-05					54,257
CFP Funds Listed for 5-year planning		\$ 436,533	\$ 436,533	\$ 436,533	\$ 436,533
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2003 PHA FY: 2003			Activities for Year: <u>3</u> FFY Grant: 2004 PHA FY: 2004		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA-WIDE	Resident Coordinator	24,000	PHA-WIDE	Resident Coordinator	24,000
Annual	PHA-WIDE	A&E Services	20,000	PHA-WIDE	A&E Services	20,000
Statement	PHA-WIDE	Mod Coordinator/Clerk of Works	39,000	PHA-WIDE	Mod Coordinator/Clerk of Works	39,000
	PHA-WIDE	Administrative	341	PHA-WIDE	Administrative	500
	PHA-WIDE	Relocation	4,000	Dossett/24-01	Bldg. Exterior Imp.	229,027
	Dossett/24-01	Washer/Dryer Conn.	52,800	Carver/24-02	Bldg. Exterior Imp.	124,006
	Dossett/24-01	Floors	138,000			
	Dossett/24-01	Electrical	20,000			
	Dossett/24-01	Ceilings	52,800			
	Dossett/24-01	Remodel Baths	39,136			
	Dossett/24-01	Remove Clothes Lines	4,400			
	Carver/24-02	Washer/Dryer Conn.	10,800			
	Carver/24-02	Ceilings	10,800			
	Carver/24-02	Remove Clothes Lines	900			
	Carver/24-02	Bldg. Exterior Imp.	19,556			
Total CFP Estimated Cost			\$ 436,533			\$ 436,533

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : <u>4</u> FFY Grant: 2005 PHA FY: 2005			Activities for Year: <u>5</u> FFY Grant: 2006 PHA FY: 2006		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA-WIDE	Resident Coordinator	24,000	PHA-WIDE	Resident Coordinator	24,000
PHA-WIDE	A&E Services	20,000	PHA-WIDE	A&E Services	20,000
PHA-WIDE	Mod Coordinator/Clerk of Works	39,000	PHA-WIDE	Mod Coordinator/Clerk of Works	39,000
PHA-WIDE	Administrative	500	PHA-WIDE	Administrative	500
Dossett/24-01	Bldg. Exterior Imp.	353,033	PHA-WIDE	Upgrade Computers	20,000
			PHA-WIDE	Paint Dwelling Interiors	30,000
			PHA-WIDE	Floor Tile	25,000
			PHA-WIDE	Repair Water Lines	5,000
			Dossett/24-01	Bldg. Exterior Imp.	127,776
			Dossett/24-01	Gas Line Replacement	40,000
			Dossett/24-01	Landscaping/Walks	6,000
			Dossett/24-01	Add Gas Dryers	26,500
			Carver/24-02	Landscaping/Walks	6,000
			Carver/24-02	Gas Line Replacement	7,000
			Carver/24-02	Add Gas Dryers	5,500
			Cedar Lane/24-05	Replace Cabinets	54,257
Total CFP Estimated Cost		\$ 436,533			\$ 436,533

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to

component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act

of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

See Attachment “D”

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a

streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Adult Computer Training	15	Response to Announcement	Dossett Community Center	Both
“Family Matters” (Domestic Violence)	30	Crime Data Base Domestic Violence Calls	Dossett Community Center	Both
“Families First”	20	AFDC Recipients	DHS/THA/Resident Services Department	Public Housing
Housekeeping Seminar	10	Residents with Housekeeping Violations	Cedar Lane and Dossett Community Center	Public Housing
“Great Start” (Homeownership Seminar)	15	Response to Announcement	Cedar Lane Community Center	Both
Dress for Success	20	AFDC Recipients seeking work.	Cedar Lane Community Center	Public Housing
GED Preparation Classes	10	Families First Participants	Adult Learning Center and Motlow CC	Both
		Volunteer	Tullahoma Housing	

PHDEP Employment of Residents	3	Residents	Authority	Public Housing
Interviewing Skills and Techniques Classes	10	Response to announcement and job seeking Residents	Dossett Community Center	Both
Better Money Management	10	Response to announcement	Cedar Lane Community Center	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	Not Required	N/A
Section 8	Not Required	N/A

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

Dossett Homes (TN024-01)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

Dossett Homes (TN024-01)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

Dossett Homes (TN024-01)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☐ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☐ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☐ Attached at Attachment (File name)
☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) **Resident was appointed by the Mayor.**

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)
- b. Eligible candidates: (select one)
☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance

- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) **State of Tennessee**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - 🕒 **Preserve existing affordable housing stock**
 - 🕒 **Promote economic self-sufficiency/welfare to work**
 - 🕒 **Promote crime prevention, security, and safety**
 - 🕒 **Insure equal housing and employment opportunities**
 - 🕒 **Provide housing for special needs persons**
 - 🕒 **Promote and conserve energy resources**
 - ☐ Other: (list below)
 - 🕒 **The State of Tennessee has reviewed the PHA Plans and has found them to be consistent with the States' Consolidated Plan.**
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

DEFINITION OF SUBSTANTIAL DEVIATION and SIGNIFICANT AMENDMENT or MODIFICATION

In accordance with the Final Public Housing Agency Plans Regulations, 24 CFR Part 903, Section 903.7 ® (2), the PHA establishes the following basic criteria for a "substantial deviation" and "significant" amendment or modification.

1. The THA will consider a "substantial deviation" to be a change in the Mission, Goals, and Objectives of the PHA Plans that is duly determined by the board of Commissioners and the Resident Advisory Board to be a deviation from the latest approved PHA Plans. If the Board of Commissioners and the Resident Advisory Board considers the change(s) in the Mission, Goals, and Objectives to be substantial, in their determination, the Plans will be submitted to HUD for review and approval.
2. In addition, if there is a change in funding of greater than 20 percent of the Operating Budget and/or Capital Fund amount, this will be considered an amendment/modification to the Plans, except for emergencies that are beyond the control of the PHA. If the item/activity is included in the 5-year Capital Improvements Program, it will not be considered a significant change although the cost may exceed the 20 percent threshold; therefore, not requiring HUD review and approval.

19. PUBLIC HEARING:

A Public Hearing was held at 5:00 p.m., May 16, 2002 in the Cedar Lane Village Community Center, 301 Cedar Lane Village Drive, Tullahoma, Tennessee. Attending the meeting were six residents from three different THA housing complexes and the entire THA Board of Commissioners, along with numerous members of the THA staff. During and after the hearing there were numerous positive comments made by residents, and general satisfaction expressed about planned Capital Fund and PHDEP expenditures. The sign-in sheet and complete minutes for this hearing are on file and available at the THA main office.

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the "PHA Certifications of Compliance with the PHA Plan and Related Regulations."

Attachment A

BRIEF STATEMENT OF PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS

Tulahoma Housing Authority consistently accomplishes its Mission by providing decent, safe, and sanitary housing for very low-income families while maintaining their rent payments at an affordable level. We promote fair housing and the opportunity for low and very low-income families of all ethnic backgrounds to live in an environment free from discrimination. We also actively promote economic self-sufficiency by providing numerous services and programs, as detailed in section 12 of this plan.

Our occupancy has exceeded 95 percent for the past year, and we are nearing our goal of reducing and maintaining vacancies to less than 2 percent. Our resident participation has increased over the past year, and resident satisfaction, as measured by our annual RASS survey, has increased as well. Our Section 8 Voucher payment standards have been increased to 110 percent over the past year, which increases opportunity under the Section 8 program.

The quality of life and economic vitality of our communities has improved due in large part to both the law enforcement activities, and educational activities provided under our PHDEP grant. Adopting a local preference for working families has also stimulated economic vitality.

Attachment B

Resident Membership on Governing Board

Name – JoAnn Myers

Method of Selection – Appointed by Mayor

Term of Appointment – Five Years

Attachment C

Membership of Resident Advisory Board

<u>Name</u>	<u>Apartment Complex</u>
Eloise Hewitt	Autumn Manor
Evelyn Smith	Autumn Manor
Margaret White	Carver Homes & Whispering Oaks
Thomas Alford	Cedar Lane Village
William McGee	Cedar Lane Village

Attachment D

Voluntary Conversion of Public Housing Developments Required Initial Assessment

HOUSING AUTHORITY OF: TULLAHOMA, TENNESSEE – TN024

As required by 24 CFR part 972 – Conversion of Public Housing to Tenant-Based Assistance, we have:

1. Reviewed each development's operation as public housing;
2. Considered the implications of converting the public housing to tenant-based assistance; and
3. Concluded that the conversion of the development may be:
 - Appropriate because removal of the development would meet the necessary conditions for voluntary conversion; or
 - Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion.

Necessary conditions for voluntary conversion:	
<ul style="list-style-type: none"> • Not be more expensive than continuing to operate the development (or portion of it) as public housing; • Principally benefit the residents of the public housing development to be converted and the community; and • Not adversely affect the availability of affordable housing in the community. 	

DEVELOPMENT NUMBER	DEVELOPMENT NAME	DEVELOPMENT EXEMPTED?	EXEMPTION REASON	CONVERSION APPROPRIATE?
<i>TN024 – 01</i>	<i>DOSSETT HOMES</i>	<i>NO</i>	<i>N/A</i>	<i>NO</i>
<i>TN024 – 02</i>	<i>CARVER HOMES</i>	<i>NO</i>	<i>N/A</i>	<i>NO</i>
<i>TN024 – 04</i>	<i>AUTUMN MANOR</i>	<i>YES</i>	<i>ELDERLY/DISABLED HIGH RISE</i>	<i>N/A</i>
<i>TN024 – 05</i>	<i>CEDAR LANE VILLAGE</i>	<i>NO</i>	<i>N/A</i>	<i>NO</i>
<i>TN024 – 06</i>	<i>WHISPERING OAKS</i>	<i>NO</i>	<i>N/A</i>	<i>NO</i>

Voluntary Conversion of Public Housing Developments Required Initial Assessment

HOUSING AUTHORITY OF: TULLAHOMA, TENNESSEE – TN024

NARRATIVE

During August of 2001 we conducted our initial assessment of housing stock to determine if voluntary conversion to tenant-based assistance would be warranted in any of our developments. In conducting this assessment we looked at cost, ability to occupy the development, cost and workability of vouchers, and other factors.

Our examination of cost factors revealed that our average monthly subsidy expenditure in support of Public Housing was \$116.14. Our average monthly HAP expenditure in support of our Section 8 Voucher program was \$223.25. This makes a Section 8 Voucher in our area almost twice the cost of Public Housing.

We also examined the impact this action would have on the availability of affordable housing in our community, and the benefit to our residents and applicants for housing. This examination revealed that at the time of the assessment, there were 125 applicants on the Public Housing waiting list, and over 200 applicants waiting for a Section 8 Voucher. The main problems with Section 8 Vouchers in this area is finding landlords that are willing to deal with the regulatory restrictions of the Section 8 program, and also willing to keep their rent within authorized ranges.

In conclusion, our initial assessment resulted in the determination for all our developments, that conversion would be inappropriate. Removal of any of our Public Housing Developments would not meet the necessary conditions for voluntary conversion.

Attachment E

PET POLICY

FOR

Table Library

TULLAHOMA HOUSING AUTHORITY

(JULY 1999)

All residents who have a pet must sign and abide by the following rules and policies relating to pet ownership on Tullahoma Housing Authority premises. Violation of any one or more of these rules and/or policies will result in revocation of the resident's permission to have a pet. Repeated violations will result in termination of your lease with the Tullahoma Housing Authority.

PET RULES:

1. Permitted pets are domesticated dogs, cats and birds.
2. Maximum number of pets per household: **ONE (1)**
3. Maximum adult size: DOG - 15" tall when full-grown
CAT - 10" tall when full-grown
4. Dogs and cats are to be licensed each year with the City and residents must show proof of yearly distemper and rabies boosters at initial registration and at the annual recertification. No vicious or intimidating animals will be tolerated.
5. Dogs and cats must remain in the resident's unit unless they are on a leash and directly controlled by an adult. Birds must be confined to a cage at all times.
6. Residents must provide a plastic lined litter box for cat waste. The litter box must be changed on a regular basis. Residents are responsible for properly disposing of cat waste.
7. Residents are responsible for promptly cleaning up pet droppings on Housing Authority property and properly disposing of said droppings.
8. Should the pet accidentally excrete in the apartment, hallway or on public area carpets, floors, etc., it shall be pet owner's immediate responsibility to remove the excretion and sanitize the area. Should the manager or any other employee for any reason be required to remove the excretion or sanitize the area, the pet owner shall be billed for services rendered. Residents shall take adequate precautions to eliminate any pet odors within or around their unit and maintain the unit in a sanitary condition at all times.
9. Residents shall not permit any disturbances by their pet which would interfere with the other residents peaceful enjoyment of their apartments, whether by loud barking, howling, biting, scratching, chirping or other such activities.
10. Under no circumstances shall pets be left unattended for twenty-four hours or more. If this does happen, the Housing Authority has the right to remove the pet and

transfer it to the proper authorities. The Housing Authority accepts no responsibility for the pet under such circumstances.

11. Residents shall not alter their unit, yard, patio or balcony to create an enclosure for any animal.
12. Residents are responsible for all damages, including cost of fumigation caused by their pets.
13. Management may require more frequent housekeeping inspections for residents with pets than for residents without pets.
14. Pets must be housebroken and/or litter trained.
15. No animal of any kind shall be raised, bred or kept in any unit for any commercial purpose.
16. Pets must be on a leash when they are in common areas of the buildings.
17. Cat litter and animal droppings may not be put down the trash chute, but must be disposed of outside in designated containers. (Autumn Manor residents).
18. Residents with pets must provide the Housing Authority office with the name of the pet's veterinarian and an alternate care person to contact in case the resident becomes sick or becomes unable to take care of the animal.
19. If the pet should die, the resident must dispose of the remains according to local health regulations.
20. If, at any time, the pet's condition poses an emergency safety or health hazard, the Housing Authority will have the pet removed at the pet owner's expense.
21. The resident shall be solely responsible for any and all damages or losses occasioned to any person or property by the pet. The resident agrees to hold harmless the Tullahoma Housing Authority and its agents from any and all liability occasioned by the pet.
22. Pets must be restrained whenever maintenance personnel or Housing Staff are in the unit. Should your pet bite a maintenance person or a Housing Staff person, the pet must be immediately removed from the property and pet privileges will be revoked.
23. Complaints from other residents will be handled on a case by case basis. If several complaints are filed against one animal, the animal must be removed from the property.
24. A non-refundable pet fee of \$100.00 will be required for owners of dogs or cats. This fee must be paid in full prior to the pet being brought on Tullahoma Housing Authority property.

The privilege of maintaining a pet in the Housing Authority shall be subject to the rules set forth above. This privilege may be revoked at any time subject to the Grievance Procedure.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY PROVISIONS REGARDING THE KEEPING OF PETS AND AGREE TO ABIDE BY THESE PROVISIONS.

_____ Resident's Signature	Date _____
_____ Spouse/Other Adult Signature	Date _____
_____ Management's Signature	Date _____